

**ITEM 1000**  
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**WEB PORTAL**

*This item shall govern the creation, maintenance, and delivery of projects on the Web Portal.*

**WEB PORTAL**

City utilizes a Web Portal Program Management tool for all major construction projects. Contractor will be required to access and utilize this system as part of the project. Contractor will be required to have an email account and access to a computer with internet access and Citrix Client software loaded. City provides a Citrix Client software download for Windows 32 bit Operating System (Windows 2000, XP, 2003, or Vista) running Internet Explorer 6 or Internet Explorer 7. Contractor will be required to obtain a Web Portal user account from the

City. Contractor will be responsible for utilizing the Web Portal to process Change Order, Requests For Information, Invoices, Submittals and other related documents through the portal. City will assist Contractor with system and provide procedures and processes on the Web Portal.

**MEASUREMENT and PAYMENT**

Use of the Web Portal will not be measured or paid for directly, but shall be included in the unit price bid for the items of construction in which the operations occur.